

CITRUS COMMUNITY COLLEGE DISTRICT

BOARD POLICY

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ASSISTANT ATHLETIC DIRECTOR

Appointment

1. The Assistant Athletic Director is recommended by the Superintendent/President and subject to the approval of the Board of Trustees.
2. The Assistant Athletic Director is the spokesperson for the women's and coed sports program. He/she will represent the women's and coed sports program to the Associated Student Body, the Conference to which the College belongs and to the community. He/she will be responsible to the Athletic Director and will work toward the promoting, organizing, and coordinating of an athletic program of the highest caliber, consistent with the goals and objectives of the College.

Duties

1. Mission Conference Responsibilities
 - a. Represent women's and coed sports for Citrus College at the conference meetings.
 - b. Be a conference representative for a specific sport as assigned by the conference.
 - c. Disseminate conference information to the women and coed coaches.
2. General Responsibilities
 - a. Develop a master schedule of all coed and women's sports.
 - b. Coordinate all schedules of coed and women's sports.
 - c. Develop and athletic schedule brochure for women and coed sports for distribution within the community.
 - d. Coordinate all transportation schedules for coed and women's sports.
 - e. Coordinate, along with the Athletic Director, the use of facilities in relation to fall schedules (men's basketball/women's volleyball) and spring schedules (men's basketball/women's basketball/men's tennis/women's tennis/men's volleyball/coed badminton).
 - f. Coordinate budget requests for athletic equipment.
 - g. Assist coaches in obtaining scorers and timers for swimming, volleyball, and basketball.

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- h. Coordinate press release information pertaining to coed and women's sports.
- i. Set up eligibility meetings for both fall and spring sports with the administrator in charge of eligibility.
- j. Make arrangements for awards banquets and presentation of awards.
- k. Assist coaches in any special event or conference tournament held at Citrus.
- l. Develop informational brochures regarding coed and women's sports at Citrus College for distribution within the communities served at Citrus College (high schools).
- m. Attend as many athletic contests as possible.
- n. Participate with the Athletic Director in budget discussions with the administration regarding coed and women's sports.
- o. Attend as many "other" meetings as they relate to coed and women's sports (C.O.A., S.C.C.C.I.A.C., etc.).
- p. Be involved in the recommending and interviewing of personnel for women's coed sports.

Adopted 11/7/78